

# Processing Trade-ins

Menu Path: **Accounting > Financial Accounting > Fixed Assets > Asset > Display > Asset Values**

Transaction Code: **AW01**

## 1. Display the Old Asset

**Enter the necessary information from the paper document into these fields, if available:**

Company Code: **The company code that owns the asset.**

Asset Number: **Enter the asset number, if known. Use the search drop down to choose the correct asset number if it is not known.**

Click on the  pushbutton on the application toolbar.

The screen, *Display Asset Values: Current Net Book Values*, will display the Current book values for the particular asset you are interested in.

You need to note and record the “**Net book value**” in the column labeled “**Posted Values**”. It will be the last row of the right-hand column. \$ \_\_\_\_\_

Click the green arrow back  to the opening screen and the menu tree.

## 2. Retire the old vehicle asset without revenue. (All trade-in assets will be retired WITHOUT revenue)

Menu Path: **Accounting > Financial Accounting > Fixed Assets > Postings > Retirement > Scrapping**

Transaction Code: **ABAV**

**Enter the details from the paper documents into these fields:**

Company Code: **Enter the applicable Company Code**

Asset Number: **Enter the asset number of the item that is to be retired**

Sub-number **Enter if applicable**

Document date: **Normally the current date or the date of the asset retirement**

Posting date: **Enter the same date as the document date**

Period: **Will default**

Trans. Type: **Should be: 200 – Retirement without Revenue**

Press Enter or click the green checkmark



The next screen: Create Asset Transaction: Retirement without Revenue

Enter the information required in the following fields.

Asset Value Date: **Enter the same date as the Document date**  
Compl ret: **Check this box as it means Complete Retirement**  
Text: **Enter any explanatory text if locally required (Example:  
The reason for the scrapping of the asset)**

Display document

Click on the pushbutton from the application toolbar to see the GL postings.

Note and record the amount being debited (**40** Posting Key) to the **913000 – LOSS ON DISP OF FA** general ledger account \$\_\_\_\_\_

**You may now post the transaction by clicking on the Save icon**



You will receive the message “**Asset transaction posted with document 7XXXXXXXXXX**”

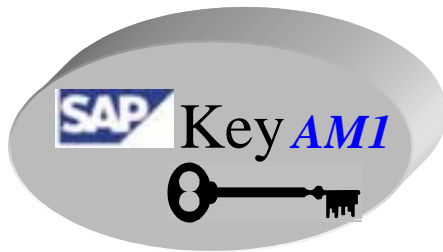
Note and record the number:\_\_\_\_\_

3. We are assuming that a new vehicle was purchased through the regular procurement process (A purchase order was created along with the “Asset shell” and upon delivery of the vehicle a Goods Receipt was processed and the value of the asset was put into the record)

To continue you will need the Asset Number for the new Vehicle \_\_\_\_\_

Use the following table to determine the next step:

IF:	THEN:
The vehicle that was used for a trade-in had a zero net book value	No further processing is necessary
The vehicle that was traded in had a net book value	The value of the new asset <b>MUST</b> be increased by the amount of the net book value of the trade-in vehicle. Go to Step 4



## Processing Trade-ins Part 2

4. To add an amount to the existing Asset value, you will use a regular GL Document entry transaction for this process.

CR (PK 50)	<b>LOSS ON DISP OF FA (913000)</b>	XXX.XX
DR (PK 70)	Asset Number <b>17100XXXXX</b> (New Vehicle)	XXX.XX

Use the following menu path to add the amount to the value of the new vehicle

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL ACCOUNT POSTING**  
Transaction code: **F-02**

Document Date and the Posting Date are the same: **The date of the business transaction (DAR Date)**  
Document Type: **AA Asset Posting**  
Company Code: **The four digit Company Code Number**  
Reference: **Enter the locally chosen unique reference identifier**  
Text: **(Optional) Can be used for whatever the regional office decides. Internal DAR numbering?**

**Goto the bottom of the screen:**

Posting Key labeled PK:	<b>50 Credit Side of the transaction</b>
GL Account:	<b>913000 LOSS ON DISP OF FA</b>

**Press Enter or Click the Green Check Mark Icon** 

Amount:	<b>Enter the total dollar amount of the amount charged to 913000 in Step 2.</b>
Cost Center:	<b>Enter the applicable cost center</b>

**Goto the bottom of the screen:**

Posting Key labeled PK:	<b>70 Asset Debit Entry</b>
GL Account:	<b>Asset Number of the new vehicle</b>
Transaction Type	<b>Enter 100- External Asset Acquisition</b>

**Press Enter or Click the Green Check Mark Icon** 

Amount:	<b>The same amount as you entered above or use * to have SAP enter the balancing amount.</b>
Quantity:	<b>Enter the correct quantity.</b>

Click on the “Moon Over Miami” icon, the Document Overview  to check both sides of your transaction.

If the Debits equal Credits, Post the document by clicking on the Save icon



**Note and record the 10-digit document number**

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## **5. Display the current values of the new asset.**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY > ASSET VALUES**

Transaction code: **AW01**

**Enter the necessary information into the fields on the opening screen**

Company Code: **The company code that owns the asset.**  
Asset Number: **Enter the asset number of the new asset**

**Click on the**  **pushbutton on the application toolbar.**

The screen, *Display Asset Values: Current Net Book Values*, will display the Current book values for the particular asset you are interested in.

**Check for the Net Book Value in the Values column. It should show the value of the new vehicle has been increased by the amount of the net book value of the old vehicle that was traded in.**